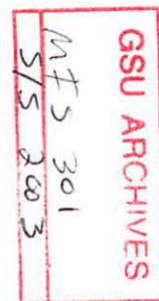


SS 2003

# MIS 301

## Basics of Information Technology



**Instructor:** Margaret Neumann, Ph.D.

**Home Phone:** (815) 741-0717

**Home e-mail:** [kbear93@attbi.com](mailto:kbear93@attbi.com)

**You may also e-mail me through WebCT.**

**Office:** C3350

**Office Phone:** (708) 534-4968

**Office e-mail:** [m-neumann@govst.edu](mailto:m-neumann@govst.edu)

**Office Hours:** MW 1:00 – 2:00 p.m. and by appointment.

**Course Credit.** This course is three credit hours.

**Description:** Provides and introduction to the use of computers in business data processing, including introductory concepts of computer technology. Includes hands-on experience with various microcomputer software packages, focusing on student use of electronic spreadsheet, word-processing, database, and presentation software.

**Classroom Interaction:** Each class will consist of a brief lecture which highlights and expands on the assigned reading from the text, followed by a general class discussion of real life examples and questions. Students are expected to read the material before coming to class and be prepared to contribute to the discussion. Students will be required to use WebCT for submission of software assignments, keeping up with messages from the instructor, and for periodic software skills assessment. Students are encouraged beyond the required uses of WebCT to access tutorials, discussions, etc. Extensive instructional aids are available through WebCT for this course but they will only be as useful to you as the time you put into using them. **You are expected to check WebCT at least twice per week. Important messages will be sent through WebCT.**

**Textbooks:**

Shelly, Cashman, et al, Discovering Computers, 2002, Course Technology, 2002.

Shelly, Cashman, and Vermaat. Office XP, Course Technology, 2002.

SAM/TOM booklet

You will also need blank diskettes to use as data diskettes (3.5" HD., new) or ZIP (100 MB) disk

**Other Required Materials:** **Computer Specifications**

You can access WebCT using either an IBM/PC-compatible or an Apple Macintosh computer system.

Recommended minimum requirements are as follows (Note: This information is given for those who wish to work from home or office. All CBPA lab computers are compatible with WebCT):

**IBM/PC -compatible:** Pentium 166 with at least 128 Megabytes of memory, a minimum of 40 MB of free space on the hard drive, monitor, a sound card and speakers, and modem for Internet access.

*Please note that these are the minimum requirements.* It is recommended that your system be greater than these specifications. With a faster processor and additional memory, the less waiting time you'll experience.

### **Your Browser**

A browser is a software program you use to retrieve documents from the World Wide Web (WWW or Web) and to display them in a readable format. The browser you use must support tables, frames, and JavaScript and be set up to accept cookies. To use the Chat and/or Whiteboard WebCT features, your browser must be a Java capable browser. The two most popular browsers are Internet Explorer and Netscape Navigator. For best results, use Netscape 4.0 or higher, or Internet Explorer 5.0 or higher.

### **Software (if you want to work at home)**

Microsoft Office XP Professional will be used in the course. It can be purchased in the University Bookstore at an Educational Discount. Assignments can be done using Microsoft Office XP or Microsoft Office 97 but be aware that the testing will be done using Office XP.

**Accessing WebCT:** WebCT exists as a specific server at GSU. To login to WebCT, open your browser. Type in the address WWW.WEBCT.GOVST.EDU (it is not case sensitive). You then must login. Your login is your first initial, the first four letters of your last name, and the last four digits of your social security number. (There are no spaces or other characters.) Your initial password is your pin number (as used for registration). When you login, WebCT will present you with links to all classes you are taking which are using WebCT. Click on the appropriate link (Introduction to Information Technology). You should be able to navigate through WebCT from this point using the links presented.

**To submit homework assignments:** All software assignments are to be submitted through WebCT. There is a time and date associated with each assignment. WebCT will not allow you to submit past that time/date. Please note that June 1, 00:00 is actually May 31 at midnight. You should also be sure to allow for slight differences in clock settings. (So don't whine if you submit an assignment at 11:58 and WebCT says that your time is already up.) To submit: Click on the course materials link. Then click on Microsoft Office Assignments link. There you will click on the Assignment dropbox link. Click on the appropriate assignment and you should be able to upload it from there by following the instructions.

**Software Exams:** Each of the software packages (Word, Excel, PowerPoint, and Access) will have a SAM/TOM exam associated with it. (See below about clepping out of the software.) After completing the chapter exercise (step by step instructions), you will take this exam. If you pass the exam with a 70 or above (on three tries), you may move on to the next chapter. If not, you must complete the end of the chapter exercise as assigned on the syllabus. To take the SAM exams: Each book packet should come with a small folder on SAM/TOM. SAM is the exam software and TOM is the tutorial software. In this also comes a CD. If you are taking these exams at school the software is already loaded and you will only need the CD if you wish to go through the tutorial. If you are doing this at home, you must install the CD. Once the software is installed, there will be a SAM/TOM icon on your desktop. Always use this link (not the one in WebCT). Click on the icon. It should link you with the Course Technology Website for SAM/TOM. To login the first time, click on new user. You must have your SAM/TOM booklet with you to do this. It will ask you for your information. It also requires a University Code: 710802 and your specific code (found in your booklet). You must put in a password and since the requirement is for a min of 6 characters, you cannot use your pin. **Be sure to click on save when you are done.** If you forget, it will not let you login again unless we notify the company. Once in SAM, choose which software exam you wish to take. Be careful, do not click on one unless you are ready to take the exam. Otherwise, it counts as one of your attempts. These exams also have time/date limitations. Be careful to allow yourself enough time to complete the exam when you login, otherwise, the exam will end abruptly when time is up.

**Expected student Outcomes:**

Upon completion of this course, the student will:

- ☐ To explain the relevance of computers today and for the future.
- ☐ Identify and describe the structure and basic elements of MIS.
- ☐ To explain about microprocessors, microcomputers, and computer communications in the modern business environment.
- ☐ Understand and explain the organization of computers, specific types of computers, specific components of computers, and their role in the context of business world.
- ☐ Apply practical examples of the computer as a useful tool.
- ☐ To prepare documents, workbooks, databases, and presentation suitable for course work, professional purposes, and personal use.
- ☐ Develop an exercise-oriented approach that allows students to learn by example.
- ☐ Develop independent study habits for those who are working alone in a distance education environment.

**Prerequisites:** none

### **Performance Objectives:**

- Students will be able to explain the relevance of computers today and for the future.
- Identify and describe the structure and basic elements of MIS
- Explain about microprocessors, microcomputers, and computer communications in the modern business environment
- Understand and explain the organization of computers, specific types of computers, specific components of computers, and their role in the context of the business world
- Apply practical examples of the computer as a useful tool.
- To prepare documents, workbooks, databases, and presentation software suitable for course work, professional purposes, and personal use.
- Develop an exercise-oriented approach that allows students to learn by example.
- Develop independent study habit.

### **ACCEPTABLE ASSIGNMENTS will:**

1. **Clearly indicate student's name and assignment being submitted on the top of the first page.**
2. Be submitted only through WebCT.
3. Be submitted on or before the due date and time. (WebCT will not allow for late assignments.)
4. Written assignments are to be free of spelling, punctuation, and grammar errors. Awkward phrases or unclear remarks will result in loss of points. Most software packages automatically check for these types of errors so the existence of such errors tends to indicate that the user does not know how to correctly use the package.
5. You should expect to spend many hours in the computer labs (or on a computer) to complete the assignments.
6. Copying of assignments cheats the student out of learning of tools valuable for survival in today's business world. Therefore copying will not be tolerated and will be handled according to the University's rules of conduct, Student handbook.

**EXAM Policy:** There will be no make-up exams. On-line software exams and quizzes must be submitted on or before the due date (WebCT will not allow late tests. Also, since most will be available for approximately one week, there is no excuse for not completing by the due date). Software exams are created so that students may take each exam up to three times. If you need to review missed work, there is also a tutorial attached that will allow you to ask for explanations of your mistakes and the correct way to do the required task. Textbook exams will be taken during class periods.

### **Course Policies:**

- The student is required to attend classes regularly and participate in class discussions, case analysis, and exercises.
- The student shall complete all assignments by specified due dates. I cannot accept late submissions due to the shortness of the summer block.
- A grade of "incomplete" will not be given except under extenuating circumstances.
- The student will have read each chapter prior to the class in which it will be discussed. He/She should be ready to discuss any of the questions in the back of the book or to analyze the cases.
- Success in this course requires substantial computer time. A substantial portion of this time will fall outside of scheduled class time. There will be some lab time during class hours but this time **will not** be sufficient to complete the homework assignments.
- Assignments and cases must be on time and in an acceptable format. Assignments and due dates will be handed out. Failure to complete assignments will hinder your progress in the course. Unacceptable assignments will be returned ungraded. (See below for format of acceptable assignments.)

**NOTE:** This syllabus and the schedule below are subject to change as the semester progresses.

## Student Evaluation and Grading Policy

- Letter grades will be assigned on approximately a ten-point scale, which takes into account the teacher's perception of the student's understanding.
- WebCT will be used for all quizzes and the submission of all homework assignments.
- Students are encouraged to ask questions and to seek additional information via WebCT.
- Computer assignments illustrate the topics covered.
- Classes will alternate between textbook and software. Both books should be brought to class each day.
- Each homework (software) assignment will be accompanied by a chapter practice assignment. If you can pass the SAM exam (with a 70 or better) after completing the chapter exercise, you will not have to complete the homework assignment. Software exams will further demonstrate the knowledge gained during these exercises.

**Syllabus Statement for Persons with Disabilities:** It is the intention of this institution to support full participation of all students, regardless of physical ability level. Therefore, if any student needs consideration of his/her physical abilities in order to complete the course, please notify the instructor as soon as possible.

**Incompletes:** Any request for an incomplete in this course **must be made using the MIS incomplete request form (filled out by student and signed by professor)** and must follow GSU guidelines in so much as the request can only be made for EXCEPTIONAL (and acceptable) circumstances. ***Not completing the assignments is neither an exceptional nor acceptable excuse.***

### Grading:

Software projects	11 @ 20 points	220 points
Software quizzes	4 @ 25 points	100 points
Microsoft Office XP Final Exam**		100 points
Quizzes	up to 8 @ 10 points	80points possible
Midterm		100 points
Final		100 points

**“Clepping” software packages:** You may “clep” one or more software packages. This option will be available ONLY for the first two weeks of class. In order to receive credit for a package without doing the projects (or chapters), you must take and pass the SAM software exam for that software. The grades for the software projects will be based on you SAM score. For example, let's say you feel that you know Word and wish to “clep” out. You may take the SAM exam for Word up to three times. The software will automatically accept your highest score. If you pass the exam (70 or better), I will take your percentage score and base the 60 possible Word assignment points on that percentage. (If your highest score was 80, I would take 80% of 60 for 48 points.) (Please note: Any software you wish to take this option for will only be available for the first two weeks of class.) (Word may allow 4 attempts since you will need the opportunity to become familiar with how SAM works.) Also, if you accept this option the score you make will also count as your “software quiz” for that package. (If you attempt this option but do not pass the exam, you must turn in your software projects.)

## ***Tentative Schedule***

<i><b>Week of</b></i>	<i><b>Topic</b></i>	<i><b>Chapter</b></i>
May 5, 2003	Introduction to course Introduction to WebCT Introduction to computers	(DC) Ch 1
	<i>Wed</i> Initial submission to WebCT due Quiz Ch 1 – WebCT – due by Monday, May 12 Word XP – Project 1	
May 12, 2003	The Internet and the WWW Word XP – Project 2 Word Chapter 1 with WD 1.67 #2 due Fri, May 16, midnight	(DC) Ch 2
	<i>Wed</i> Application Software Word Chapter 2 with WD 2.60 #2 due Wed, May 21, midnight Word XP – Project 3 Quiz Chapter 2 – WebCT due by Friday, May 23	(DC) Ch 3
May 19, 2003	The Components of the System Unit Quiz Ch 3 – WebCT – due by Wed, Word Ch 3 with WD 3.64, #1 due by Sat, midnight <b>Word Quiz Due by Monday, May 26, midnight</b>	(DC) Ch 4
	<i>Wed</i> Quiz Ch 4 – WebCT – due by Tues, May 19, midnight Input Excel – Project 1 Quiz Ch 5 – WebCT – due by Monday, May 26, midnight Word Chapter 3 with WD 3.64-65 #1 & 2	(DC) Ch 5
May 26, 2003	<b>Memorial day – University closed</b> Excel Project 1 and Cases and Places #5, pg E1.64 due midnight	
	<i>Wed</i> Excel – Project 2 Excel – Project 3 Excel Chapter 2 and Cases and Places #5, pg E. 2.79 due midnight, May 30 <b>Midterm (Ch 1 – 4)</b>	
June 2, 2003	Output Excel Chapter 3 with E3.79 #2 due by midnight, June 2 PowerPoint – Project 1 Quiz Ch 6 – WebCT – due midnight, Wed, June 4	(DC) Ch 6
	<i>Wed</i> Storage <b>Excel Quiz Due by midnight</b> PowerPoint – Project 2 PowerPoint Ch1 with PP1.72 #2 Quizzes Ch 7 – WebCT – due by midnight, Saturday, June 7	(DC) Ch 7
June 9, 2003	Operating Systems and Utility Programs PP Ch 2 with PP2.64 #1 – due by midnight, Thurs, June 12 <i>Wed</i> Quiz Ch 8 – WebCT – due by midnight, Wed, June 11 Computers and Society	(DC) Ch 8 (DC) Ch 11
	<b>PowerPoint Quiz Due midnight, Friday, June 13</b> Access – Project 1	
June 16, 2003	Computer Careers Access – Project 2 <b>Final Exam (Ch 5, 6, 7 &amp; 8)</b> Access Ch 1 with A1.63 #2 due midnight, Wed, June 18 Access Ch 2 with A2.48 #2 due midnight, Sun, June 22	(DC) Ch 16
June 23, 2003	Access – Project 3	

Access Ch 3 with A3.58 #2 due midnight, Tuesday, June 24  
Access SAM exam due by midnight Tuesday, June 24  
Microsoft Office XP exam\*\* due on or before Wednesday, midnight  
**All Access Projects due midnight, Wed, June 25.**

\*\*Failure of this exam will be seen to indicate a lack of learning of Office XP fundamentals. Therefore, failure of this exam **will** impact your grade.

***This syllabus is subject to change throughout the trimester. Please check WebCT to note changes.***

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Initial Assignment:

In Class, we will open up Word XP. Please type your name on the first line. Hit enter twice. Then type: "This is my first attempt at submitting an assignment using WebCT for MIS 301."

We will then save and submit this document via WebCT.